

☒ Registration Services button bar

Updating Domain Name & Associated Records ✓

- To change information for the existing contact - the contact modifies his/her contact record using Contact Template
 - To change information about a name server - contact for the host uses Host Template to modify record
 - To make changes to the domain name itself - considered a new registration; see Registration Process Overview
 - To transfer the domain name registration to another party, to make a change that reflects a legal name change of the Registrant, or to correct typographical or minor errors about the Registrant
 - To replace an existing contact with a new contact, or to change information about the organization, or to change name servers - Domain Name Registration Agreement is modified and sent to InterNIC.
 - Request is automatically acknowledged and assigned a tracking number
 - Agreement is automatically checked for errors
 - InterNIC checks to see where request came from
 - If request does not originate from either the technical or administrative contact - contacts are notified and given an opportunity to agree or disagree with the request as submitted. (this was previously referred to as ACK or NAK).
 - Sender notified that contacts are reviewing request
 - If no contacts respond to the notification within 4 days - in most cases, request expires
 - If the first response received is a NAK - change is not made automatically
 - If the request originates from the technical or administrative contact, and the sender is using Guardian - Guardian scheme is used to verify the identity and authority of the sender
 - If the request originates from the technical or administrative contact, and the sender is not using Guardian - Email address used to verify the identity and authority of sender
 - Information for the domain is updated in InterNIC's Whois database and released into the zone files
 - Other contacts in the domain are notified of the change.
-

To change information for the existing contact - the contact modifies his/her contact record using Contact template

Changes in information for an existing contact must be made with the Contact Template (web version, text version). Also, changes in contact records should come from the contact whose

information is changing. For example, if your administrative contact changes phone numbers, the administrative contact should fill out the Contact Template, noting the new phone number, and send the Contact Template to the InterNIC. The InterNIC would then update the contact's record with the new information, and all of the records with which that contact is associated would automatically be updated to reflect the new phone number.

If a contact's record is not updated *prior* to a change in the email address that is on file at the InterNIC, they can accomplish the update in one of three ways:

- If the contact still has access to the old email address, that address can be used to update the contact record, and all domain name records associated with the contact will subsequently be updated.
- Contacts can use the InterNIC's Guardian plan, which offers three different schemes for authorization and identification, and consequently helps avoid the problems that can result when a contact's authority and identity are tied to a single email address.
- The contact can submit an update request and then provide verification of authority via fax (703/742-9552).
 - If this is a personal account, please use the form at <http://web.archive.org/web/19990203095543/http://rs.internic.net/fax/contact.html> to create this authorization letter.
 - If this is a role account, please use the form at <http://web.archive.org/web/19990203095543/http://rs.internic.net/fax/nhandle.html> to create this authorization letter.

To change information about a name server - contact for the host uses Host template to modify record

Changes in either the hostname or the IP address of a name server must be made using the Host template (web version, text version). Either the contact for that name server or, if there is no contact for the name server, the technical contact for the domain in which the name server resides, must submit the Host template with the updated information. If your request to modify the host record requires authorization by the owner of the host machine, please use the form at <http://web.archive.org/web/19990203095543/http://rs.internic.net/fax/hostform.html> to create a letter of authorization that can be faxed to the InterNIC.

The InterNIC will replace the old information for the name server with the new information, and all of the records with which that name server is associated will automatically reflect the changes.

For example, if your ISP is providing you with domain name service, and your ISP changes the hostname and IP address of one of the name servers that you are using, your ISP would use the Host template to update the host record for that name server.

To make changes to the domain name itself - considered a new registration - see Registration Process Overview

You cannot "update" a domain name itself - you can only update a domain name's record. A change in the domain name itself is not considered an update and is not covered under the registration and maintenance fee. Any change in an existing domain name is considered a new domain name and requires a separate registration and registration fee. For example, you cannot "update" the domain name *raincoats.com* to *raingear.com* - you would need to register *raingear.com* as a new name using the Domain Name Registration Agreement. For more information on registering a new domain name, see our overview of the registration process.

To transfer the domain name registration to another party, to make a change that reflects a legal

name change of the Registrant, or to correct typographical or minor errors to Registrant

Effective Tuesday, January 20, 1998, Network Solutions, Inc. introduced a new Registrant Name Change Agreement and procedure to change the name of a Registrant for a registered domain name. Please see the instructions for completing this new Agreement.

This new Agreement and procedure will affect those who wish to:

1. Correct typographical or minor errors;
2. Reflect a legal name change of the Registrant; or
3. Transfer the domain name registration to another party.

To replace an existing contact with a new contact, or to change information about the organization, or to change name servers - Domain Name Registration Agreement is modified and sent to InterNIC.

If the changes affecting your domain name record can be communicated to the InterNIC using the Domain Name Registration Agreement, then you can use either the text version or the web interface to this form (see Registration Forms).

If you are using the text version, you will need to indicate in section 0a that you are using the Agreement to modify an existing domain name record (as opposed to using it for a new registration or a deletion). You would then enter your domain name in section 2 and then complete *only those sections that you want to change*. For example, if you have changed ISPs and need to notify the InterNIC of the new primary and secondary name servers that you will be using, you would indicate a modification in section 0a, fill out the domain name section of the form and fill out the section for the primary and secondary name servers. The InterNIC will change only that section of your domain name record and will assume that the rest of the information for the domain name remains the same.

If you use the web interface to the Domain Name Registration Agreement, you will enter your domain name, click on "modify," and your existing domain name record will appear as a form that can be modified. Edit only those sections of the form that you wish to change. The information you entered will be used to complete the Agreement. We will email you a copy of the completed form for verification. The web interface prompts you to tell us where to send the completed template; the e-mail address that you enter at this prompt is where we will send the copy of the completed Agreement - this may or may not be an address listed in the form. You will need to e-mail this Agreement back to hostmaster@internic.net at the InterNIC once you verify that all the information is correct.

Request is automatically acknowledged and assigned a tracking number

Once the InterNIC receives the modification request, we assign it a "tracking number" and send an acknowledgement to the individual who submitted the request. The acknowledgement is sent via e-mail to the address from which the template was sent. The subject line of the e-mail will contain the tracking number assigned to the modification request.

The tracking number has the following format: NIC-YYMMDD.#, where:

YYMMDD represent the year, month, and date that the acknowledgement is sent, and # is the unique number assigned to that particular request.

It is a good idea to immediately make a note of the tracking number - you will need to include your tracking number on any correspondence you send the InterNIC, and you should have it ready if you call the InterNIC's help desk.

Agreement is automatically checked for errors

When the InterNIC receives a Domain Name Registration Agreement that contains a modification for an existing domain name, the form is checked for errors. Provided the domain name is correctly entered on the form, and no substantial errors or omissions occur in the modified sections, the Agreement will move on to the next step in the process. If minor errors are present, the InterNIC's processing staff will work to resolve the problem. If, however, the errors or omissions cause substantial questions or confusion, the Agreement will most likely be returned to the sender to be corrected/completed. After you have made the necessary corrections, you will need to resubmit your Agreement to *hostmaster@internic.net*. Your template will then be sent back through the automated processing system; the original tracking number will continue to apply.

InterNIC checks to see where request came from

In our previous article on the InterNIC's Guardian plan ("The Guardian Plan : Enabling Authorization, Authentication and Automation in Registration Transactions" May 1997), we pointed out a critical factor on which the entire update process rests - the InterNIC will not update a domain name record unless the request comes from (or at least appears to come from) an "authorized source." The InterNIC has adopted this practice in an effort to protect the interests of its customers - the domain name registrants - and to help ensure the integrity of the InterNIC's database.

As you also may remember from our article on contacts ["The ABTs of Contacts," March 1997], the contacts listed on the Domain Name Registration Agreement are individuals or organizations who are authorized to act on behalf of a domain name's registrant in matters related to the domain name. The InterNIC, therefore, considers a request to update a domain name record that comes from one of the domain name's contacts to come from an authorized source.

When the InterNIC receives a request to update a domain name record, the email address of the sender is automatically compared to the email addresses that are on file for the domain name's administrative and technical contacts. If there is a match, then the InterNIC assumes that the request is coming from a legitimate and authorized source, and will proceed to the next step in the process.

The InterNIC, of course, recognizes the domain name registrant as the ultimate authority for the domain name. It is certainly possible for registrants to make changes in their own domain name records. The InterNIC, however, because of the volume of registration transactions, has automated its processes and handles requests electronically. If the registrant is not listed as either the administrative or technical contact for the domain name, no email address will be on file for the registrant. In this situation, the InterNIC would be unable to verify the identity and authority of the registrant electronically, and consequently will be unable to process the request automatically. In these situations, the registrant would need to submit the requested changes in writing on company letterhead and fax the request to the InterNIC. An online form is available at [at http://rs.internic.net/fax/domform.html](http://rs.internic.net/fax/domform.html) to assist you in creating this letter of authorization. Please note, however, that updates processed in

this manner may not happen as quickly as it would if the change were sent by the administrative or technical contacts.

If request does not originate from either the technical or administrative contact - contacts are notified and given an opportunity to agree or disagree with the modification as submitted (this was previously referred to as ACK or NAK).

If a request to modify a domain name record does not come from the email address of either the domain's administrative or technical contact, then the InterNIC will not automatically process the request. Instead, the InterNIC notifies the administrative and technical contacts for the domain name, via email, of the attempt to modify the domain name record and provides the contacts with a copy of the request. The contacts have approximately 4 days from the date of this notification to acknowledge the request and indicate either their agreement or disagreement.

There are a variety of reasons why the InterNIC may be unable to recognize the person submitting an update request as an authorized point of contact for a domain name. It may be the case that the contacts listed on a domain name record are no longer valid. For example, suppose your technical contact, Joe, works for your ISP. Now imagine that Joe quits his job, and your ISP replaces him with Jane. If Jane is not listed on your domain name record as the current technical contact, the InterNIC will not recognize Jane as an authorized point of contact for your domain name. You would need to use the domain name registration template to modify your domain name record to reflect Jane's information.

NOTE: the use of role accounts can be very helpful in avoiding this type of problem. For example, if your ISP used the role account `nameservice@example-isp.net`, then there would be no need to update your domain name record each time they have a change in staff.

Another example is when the email address for an existing contact changes and the contact record is not updated *prior* to the change. In this situation, the contact's new email address will not match the email address the contact has on file with the InterNIC. If a contact submits an update request from the new email address, the InterNIC will be unable to use that new email address to verify that the request originated from an authorized point of contact. As a result, the contact cannot update their contact record or any of the domain name records with which they are associated using the new email address. There are, however, three solutions to this problem:

- If the contact still has access to the old email address, that address can be used to update the contact record, and all domain name records associated with the contact will subsequently be updated.
- Contacts can use the InterNIC's Guardian plan, which offers three different schemes for authorization and identification, and consequently helps avoid the problems that can result when a contact's authority and identity are tied to a single email address.
- The contact can submit an update request and then provide verification of authority via fax (703/742-9552)
 - If this is a personal account, please use the form at <http://web.archive.org/web/19990203095543/http://rs.internic.net/fax/con> to create this authorization letter.
 - If this is a role account, please use the form at <http://web.archive.org/web/19990203095543/http://rs.internic.net/fax/nha>

to create this authorization letter.

Sender notified that contacts are reviewing request

After the contacts have been notified, the InterNIC sends an email message to the person who submitted the modification request. This message indicates that the requestor is not authorized to update the domain name record and that the contacts for the domain name are reviewing the request.

If no contacts respond to the notification within 4 days - in most cases, request expires

If neither the administrative or technical contact respond within 4 days, in most cases the request expires and no further action is taken by the InterNIC.

If the first response received is a NAK - change is not made automatically

The InterNIC will take action on the first response it receives. If the first response is a "NAK," the InterNIC does not process the request automatically. For example, if the technical contact responds first with a "NAK" and the administrative contact responds later with an "ack," or does not respond at all, the InterNIC will not *automatically* process the request. However, it may be possible for the administrative contact in this example to work with the InterNIC to have the change processed, if it can be determined that the interests of the registrant are best served by the requested change. The InterNIC encourages contacts to work with one another to resolve differences in their responses so that changes in domain name records can be processed quickly and in a manner consistent with the best interests of the registrant.

If the request originates from the technical or administrative contact, and the sender is using Guardian -

Guardian scheme is used to verify the identity and authority of the sender

The process used to verify the identity and authority of the requestor will vary depending on whether any of the domain name's contacts have elected to use the InterNIC's Guardian program.

If the contact who submits the request is using the InterNIC's Guardian plan, the Guardian scheme chosen by the contact will be used to verify the contact's identity and authority. The InterNIC will process the request immediately - there is no delay because the InterNIC does not need to wait for another source of authority to approve the request. This is one of the advantages of using Guardian. For more information about the InterNIC's Guardian plan, please see (["The Guardian Plan : Enabling Authorization, Authentication and Automation in Registration Transactions" May 1997](#)).

If the request originates from the technical or administrative contact, and the sender is not using Guardian -

Email address used to verify the identity and authority of sender

If the contact who submits the request is not using Guardian, the contact's email address will be used to verify the contact's identity and authority. The InterNIC will process the request automatically, as it is coming from the domain name's administrative or technical contact.

If, however, the contact who submits the request is not using Guardian, and one of the other contacts associated with the domain name is using Guardian, the request from

the non-Guardian contact may not be processed immediately. This is because the Guardian plan offers contacts the opportunity to be notified *before* updates are processed in the records with which they are associated. If a Guardian contact has elected the "before update" option, then the Guardian contact will be given the opportunity to review any request before it is processed. For example, if Joe is the administrative contact and he is not using Guardian, and Jane is the technical contact, and she is using Guardian with the "before update" option, any update Joe submits will be sent to Jane first for her approval or disapproval. In these cases, no action will be taken until the The InterNIC hears from the Guardian. This situation could result in some delays, even though the request was submitted by an authorized point of contact.

If one of the other contacts is using Guardian without the *before update* option, they will be notified after the request has been processed, just as any other contact would be notified.

Information for the domain is updated in InterNIC's Whois database and released into the zone files

As we stated, if a modification request does not originate from either the administrative or technical contact, the InterNIC notifies the contacts for the domain name and waits for one of the contacts to respond. The InterNIC will take action based on the first response it receives. If the first response is an "ack," the request is automatically processed, the domain name record is updated in the InterNIC's Whois database, and the updated information for the domain name is released into the zone files. For example, if the technical contact responds first with an "ack" and the administrative contact responds later with a "NAK," or does not respond at all, the InterNIC *automatically* processes the request based on the first response. However, if it could be shown that the interests of the registrant were not being served by the requested changes, the administrative contact in the example above could submit a new request that would, in effect, "reverse" the changes. Again, the InterNIC encourages contacts to work with one another to resolve differences in their responses so that changes in domain name records can be processed quickly and in a manner consistent with the best interests of the registrant.

If, on the other hand, the request was submitted by the administrative or technical contact for the domain, then InterNIC will verify the identity and authority of the contact (using either Guardian or the contact's email address) and process the request.

In either case, once the template has been successfully processed, the information supplied will be used to update the domain name record in InterNIC's Whois database. Also, the updated information about the domain is placed in the "zone" files.

What are zone files? Zone files actually represent a distributed database of information about domains. Each name server holds a portion of the database. A name server keeps information, or data files, about the domains that it resolves, and is able to "ask" other name servers about the domains they resolve. This exchange of information among name servers is what enables your domain name to be resolved to your IP address from anywhere on the Internet. A name server is considered to have "authority" over the portion of the database - or zone - that it maintains.

The InterNIC has authority for the top level zones that contain information for the *.com*, *.org*, *.net*, and *.edu* domains. If you registered your domain name in the *.com* domain, for example, the InterNIC releases the updated information about your domain name into the COM zone files, which have authority for the *.com* domain. We release information into the zone files once a day, every day - to insure that the domain name system is accurate, up-to-date, and running smoothly.

NOTE: The information for your domain name that is contained within the Whois database and the zone files is accessible to anyone on the Internet.

Other contacts in the domain are notified of the change.

Once the request has been processed, the domain name record has been modified to reflect the new information, and the updated information for the domain name has been released into the zone files, the InterNIC notifies the other contacts for the domain name via email that the domain name record has been modified. If the other contacts for the domain name have any objection to the changes, they can notify *hostmaster@internic.net*.

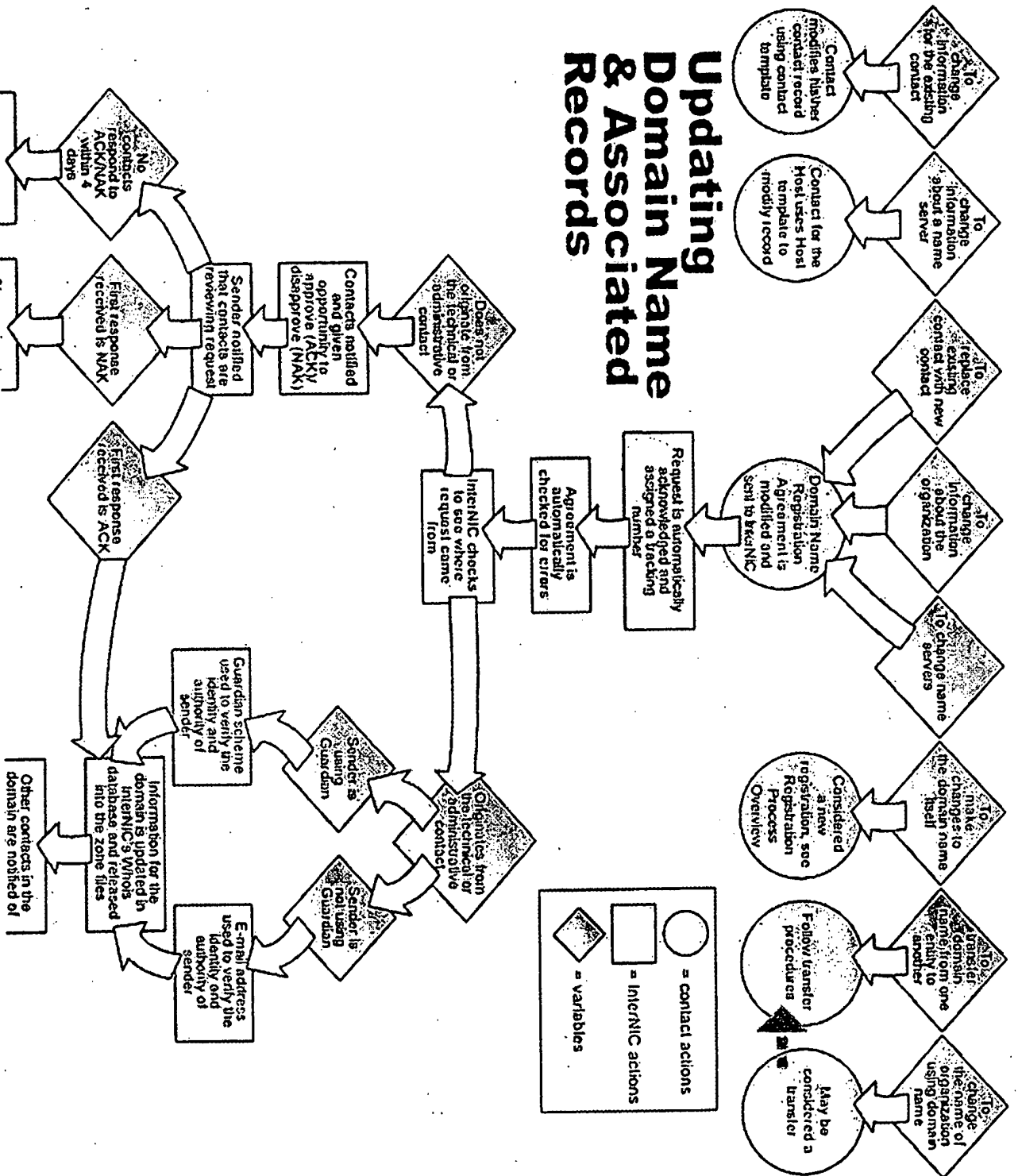
[HOME](#) | [CONTACT US](#) | [RESOURCES](#) | [HOW TO ...](#) | [FORMS](#) | [FAQ](#) | [SITE MAP](#) | [SEARCH](#) | [WHOIS](#)

This file last modified 8/25/98.



Updating Domain Name and Associated Records

- For more detailed information about a specific step in the process, simply click on a red or yellow area in the imagemap below.
- [Text-only version](#)



**Registration Services**[What's New](#) // [News](#) // [Site Map](#) // [Contact InterNIC](#) // [Search](#)

Domain Name Registration Overview

1. Registrant prepares to register new domain
 2. Registrant fills out template
 3. Registrant emails template to hostmaster at InterNIC
 4. Request is automatically processed and assigned a tracking number
 5. Template is automatically checked for errors
 6. If errors are found: template is checked to see if it matches common error codes
 - Matches common error codes
 - Template is returned to registrant with explanation of problem
 - Registrant resubmits corrected template
 - Does not match common error codes
 - Template is placed in manual queue for staff review
 - InterNIC works with registrant to correct and complete template
 7. Template is processed - registrant is notified via email when completed
 8. Information for the new domain is added to the InterNIC's Whois database and released into the zone files
 9. InterNIC invoices registrant for the domain name
 10. Registrant pays for domain name registration
 11. InterNIC sends renewal (re-registration) notice to registrant 60 days before the 2 year anniversary of the initial registration
-

1. REGISTRANT PREPARES TO REGISTER NEW DOMAIN

Find out if the domain name you want is available. Simply search the InterNIC's Whois database to see if there is a match for the name you want. The Whois database contains records for all of the domains that have been registered with the InterNIC, as well as information on over 200,000 networks. You will find an easy-to-use web interface to the Whois database at <http://web.archive.org/web/19990117004034/http://rs.internic.net/cgi-bin/whois>. If there is a match, the name that you want is already taken and you will have to come up with an alternative choice. If there is no match, then the name is available and you can register the domain name for yourself.

Contact your Internet Service Provider and arrange for domain name service. The actual address of a computer on the Internet is a string of numbers - the IP (Internet Protocol) address - which can be hard to remember. Domain names offer us an alternative -

an alphabetical, hierarchical, and much more logical system of Internet addresses. The problem, however, is that the network depends on the numerical address. So, in order to use domain names, we rely on machines called name servers, which "translate" domain names into their corresponding IP address. This process is called "resolution." Your Internet Service Provider most likely maintains one or more name servers, and can provide you with this "names-to-numbers" translation - this is domain name service. In fact, many Internet Service Providers offer general assistance with domain name registration and some may even handle the entire registration process for you. You should consult with your provider to determine your options.

Without domain name service, the InterNIC will not process your registration request, you will not be able to use your domain name, and other people will not be able to use your domain name to find you on the Internet.

Review the InterNIC's registration policies and billing procedures. These are important documents that will affect you throughout the life of your domain name. The InterNIC's policies address registrants' responsibilities concerning trademarks and can help to minimize legal disputes concerning your domain name in the future. A careful review of the billing procedures will help avoid problems with your domain name resulting from confusion over payment terms. Links to our policy statements and payment procedures are available at

<http://web.archive.org/web/19990117004034/http://rs.internic.net/help/index.html>.

2. REGISTRANT FILLS OUT TEMPLATE

To register a domain name, you will need to fill out the domain name registration template. This form is used to gather the information needed to process your registration and add your domain to the Whois database. It is very important that you provide complete and accurate information when filling out the form. The information you provide is the information that is released into the domain name system. Also, inaccurate information can cause you problems later - for example, an incorrect or incomplete address can prevent you from receiving the bill for your domain name - and could result in your domain being deactivated or deleted.

The template will ask you to supply information about yourself and/or your organization, as well the names and addresses of three individuals who can be contacted concerning administrative, technical, and billing issues for the domain. The person you list as your administrative, technical or billing contact should be the person best able to answer questions about that aspect of the domain. For example, the technical contact should be able to answer questions about the name servers you are planning to use for your domain. You may, of course, list the same person for more than one contact role if that is appropriate (e.g. the same person as both administrative and billing contact). Your billing contact will be the person to whom we send the invoice for your domain name registration fees. You will have the option of indicating whether you would prefer to have the invoice delivered via electronic mail or postal mail to the billing contact. *A note of caution: select your contacts carefully, as they are your agents and will represent you on matters related to your domain name.*

The template also asks you to list the IP addresses and domain names of the two name servers that you will be using to translate your domain name to your IP address.

The InterNIC provides the template in several different formats. A plain text version of the template is available via the web or ftp. Those without web access, or with a preference for single page forms, can retrieve the text version, fill out the template, and send it to the InterNIC via electronic mail. For people who like foolproof forms, we have developed a web interface to the template that takes you through the template section-by-section. This web interface checks each section as you fill it out for errors or incomplete information, and notifies you of any problems before allowing you to proceed to the next section. Both the text and web versions of the template can be found in our template guide at <http://web.archive.org/web/19990117004034/http://rs.internic.net/help/templates.html>.

The registration template, once it is processed by the InterNIC, becomes your agreement (contract) with the InterNIC. We recommend that you read the document carefully.

3. REGISTRANT EMAILS TEMPLATE TO HOSTMASTER AT INTERNIC

After completing the registration template, send it to the InterNIC at the following address:

hostmaster@internic.net

If you used the text version of the template, simply email the form to the hostmaster. If you used the web interface, the information you entered will be used to complete the registration template. We will email you a copy of the completed template for verification. The web interface prompts you to tell us where to send the completed template; The e-mail address that you enter at this prompt is where we will send the copy of the completed template - this may or may not be an address listed in the template. You will need to e-mail this template back to the InterNIC once you verify that all the information is correct. Again, the address is *hostmaster@internic.net*.

4. REQUEST IS AUTOMATICALLY PROCESSED AND ASSIGNED A TRACKING NUMBER

Once the InterNIC receives your registration request, we assign it a "tracking number" and send you an acknowledgement. The acknowledgement is sent via e-mail to the address from which the template was received. The subject line of the e-mail will contain the tracking number assigned to your registration request.

The tracking number has the following format: NIC-YYMMDD.#, where:

- YYMMDD represent the year, month, and date that the acknowledgement is sent, and
- # is the unique number assigned to your particular request.

You should immediately make a note of the tracking number - you will need to include your tracking number on any correspondence you send the InterNIC, and you should have it ready if you call the InterNIC's help desk

5. TEMPLATE IS AUTOMATICALLY CHECKED FOR ERRORS

Each template received by the InterNIC is "auto-parsed" to extract the information it contains. As part of this process, we check the template for errors or incomplete information which would prevent completion of the registration process. Your template is run through our auto-parser, which checks the template for errors.

Remember the web interface to the template? We have taken many common errors into account in its foolproof design, in an effort to help you quickly register your domain with a minimum amount of hassle.

6. IF ERRORS ARE FOUND: TEMPLATE IS CHECKED TO SEE IF IT MATCHES COMMON ERROR CODES

Because of the volume of requests we process, we have been able to identify the most common errors people make when filling out the template. We have compiled a list of these errors and assigned each a code

(<http://web.archive.org/web/19990117004034/ftp://rs.internic.net/templates/domain-parser-errors.txt>). If the auto-parser detects an error in your template, it will immediately check the list of common error codes to see if the error matches one of the codes. If there is a match, then the template is returned to you via e-mail, along with an explanation of the error that caused the problem. You will then need to correct the problems and resubmit the template.

MATCHES COMMON ERROR CODES

- **TEMPLATE IS RETURNED TO REGISTRANT WITH EXPLANATION OF PROBLEM**

If the errors in your registration template match one or more of the common error codes, your template will be returned to you along with an explanation of what caused the problem.

- **REGISTRANT RESUBMITS CORRECTED TEMPLATE**

After you have made the necessary corrections, you will need to resubmit your template to hostmaster@internic.net. Your template will then sent back through the automated processing system and checked again for incompleteness and errors. The original tracking number will continue to apply.

DOES NOT MATCH COMMON ERROR CODES

- **TEMPLATE IS PLACED IN MANUAL QUEUE FOR STAFF REVIEW**

If an error is detected that does not match one of the common error codes, however, the template is placed in a queue to be reviewed by our processing staff. The staff will attempt to identify the problem. If the problem is immediately apparent and easily resolved, the InterNIC's processing staff will make the necessary corrections and process your request.

- **INTERNIC WORKS WITH REGISTRANT TO CORRECT AND COMPLETE TEMPLATE**

If the staff are unable to resolve the problem immediately, they will contact you and will work with you to correct the problems and process your request.

7. TEMPLATE IS PROCESSED - REGISTRANT IS NOTIFIED VIA EMAIL WHEN COMPLETED

Once you have submitted a complete and correctly formatted template, your registration request will be processed immediately and you will be notified via e-mail when processing is complete. This generally takes less than 24 hours - with some requests turned around in as little as 10 minutes.

8. INFORMATION FOR THE NEW DOMAIN IS ADDED TO THE INTERNIC'S WHOIS DATABASE AND RELEASED INTO THE ZONE FILES

When your template has been successfully processed, the information you supplied will be used to create a record for your domain in InterNIC's Whois database. Also, information about your domain is placed in the "zone" files.

What are zone files? Zone files actually represent a distributed database of information about domains. Each name server holds a portion of the database. A name server keeps information, or data files, about the domains that it resolves, and is able to "ask" other name servers about the domains they resolve. This exchange of information among name servers is what enables your domain name to be resolved to your IP address from anywhere on the Internet. A name server is considered to have "authority" over the portion of the database - or zone - that it maintains.

The InterNIC has authority for the top level zones that contain information for the .com, .org, .net, and .edu, domains. If you registered your domain name in the the .com domain, for example, the InterNIC will release the information about your domain name into the COM zone files, which have authority for the .com domain. We release information into the zone files once a day, every day.

As you can see, once the information for your domain name has been added to the Whois database and released into the zone files, a portion of the information provided on your template becomes accessible to anyone on the Internet.

9. INTERNIC INVOICES REGISTRANT FOR THE DOMAIN NAME

Beginning April 1, 1998, registering your domain in .com, .org, or .net, costs \$70 (US). [Registrations that occurred prior to this incurred the additional 30% Internet Infrastructure Fund contribution that NSI was required to pay.) This fee covers the cost of your initial registration and updates to your domain name's record for a period of two years. Updates will cover most of the changes you may need to make to your domain name record. For example, you can change your phone number, or the name of your billing contact if someone in your accounting department quit and someone else took over. There are some changes, however, that are not covered and actually require a new registration request. These include changing the name of the organization that registered the domain name, transferring the domain name to another party, and changes to the domain name itself.

We will automatically send an invoice to the billing contact via email and postal mail within seven days.

The invoice for your domain name will include:

- your name and address
- the date payment is due
- the amount due
- the period covered by the payment
- an invoice number
- your domain name
- the tracking number that was assigned to your registration request
- brief information about paying by check, credit card, or account

- a tear off stub to send in with your payment (if you are paying by check)
- the address to send your check payment to (note there are two separate remittance addresses, one for e-mail invoices and one for postal invoices; the remittance address appearing on your invoice will depend on which one of these delivery methods you checked in your template)
- a phone number and e-mail address you can use to contact our billing department if you have questions

You should review this information carefully to make sure it is correct.

10. REGISTRANT PAYS FOR DOMAIN NAME REGISTRATION

We offer a range of payment options: check, credit card, and - for Internet Service Providers - debit accounts.

You can pay for your domain with a check by simply making out the check to Network Solutions, Inc. and sending it, along with the stub from your invoice, to the address listed on the invoice.

There are a variety of ways to use your credit card to pay for your domain.

- Use our Secure Online Payment System to pay for your registration and renewal (re-registration) fees 24 hours a day, 7 days a week.
- Use our Interactive Voice Response System - 24 hours per day, 7 days a week. Have your invoice number available and call:
(888)771-3000 (toll-free) for calls originating
in the US, Canada, Puerto Rico, or the Virgin Islands
or
(402)496-9798 (toll charges apply) for international calls

If you are an Internet Service Provider and frequently register large numbers of domains with us, you may also set up an account with the InterNIC.

More detailed information about invoicing procedures and payment options can be found at <http://web.archive.org/web/19990117004034/http://rs.internic.net/fees/facts.html>.

What happens if you don't pay?

Under normal conditions (i.e, when fewer than 10 names are registered and/or when there is no record of bad credit risk), if we have not received your payment by 12:00 PM (Eastern Standard Time) on the due date, we will send your administrative, technical, and billing contacts a 15 day "deactivation" notice via electronic mail. In addition, a 15 day deactivation notice will be physically generated and mailed via the U.S. Postal service to the person you listed as the "registrant" (section three of the template) in your registration template.

You have 15 days from the date of this notice to send your payment to the InterNIC. If we do not receive your payment by the deactivation date, then we will deactivate your domain name - remove it from the DNS service.

Under normal conditions, if your domain name is deactivated you may still have 60 days to

send us your payment. We will apply your payment and your domain will be "reactivated." However, if we still have not received your payment by the 61st day following the deactivation date, your domain will be returned to the pool of available domain names. If you are experiencing payment problems, we have implemented a web-based form you can use to report problems with your account, found at http://web.archive.org/web/19990117004034/http://rs.internic.net/forms/mail_billing1.html.

11. INTERNIC SENDS RENEWAL NOTICE TO REGISTRANT 60 DAYS BEFORE THE 2 YEAR ANNIVERSARY OF THE INITIAL REGISTRATION

Following this initial two-year period, you will be charged a fee annually, on the anniversary of your initial registration, to renew your domain name. This fee covers the cost of processing your renewal (re-registration) and also includes updates to your domain name record for that year.

For domain names with anniversary dates on or before March 31, 1998, the fee is \$50.00 USD. This fee includes a 30% Internet Infrastruction Fund contribution that NSI is required to pay.

For domain names with anniversary dates on or after April 1, 1998, the fee is \$35.00 USD.

Your billing contact will receive an invoice for your domain name renewal (re-registration), 30 days before it is due. Just as with new registrations, if we have not received your payment by 12:00 PM (Eastern Standard Time) on the due date, we will send your administrative, technical, and billing contacts a 15 day "deactivation" notice via electronic mail, and a 15 day deactivation notice will be physically generated and mailed via the U.S. Postal service to the person you listed as the "registrant" (section three of the template) in your registration template. If you do not pay within 15 days of the date of the deactivation notice, your domain will be deactivated. If you still have not paid sixty days after deactivation, your name will be deleted, removed from the domain name system and the zone files, and returned to the pool of available names for someone else to register.

This file last modified 8/25/98.

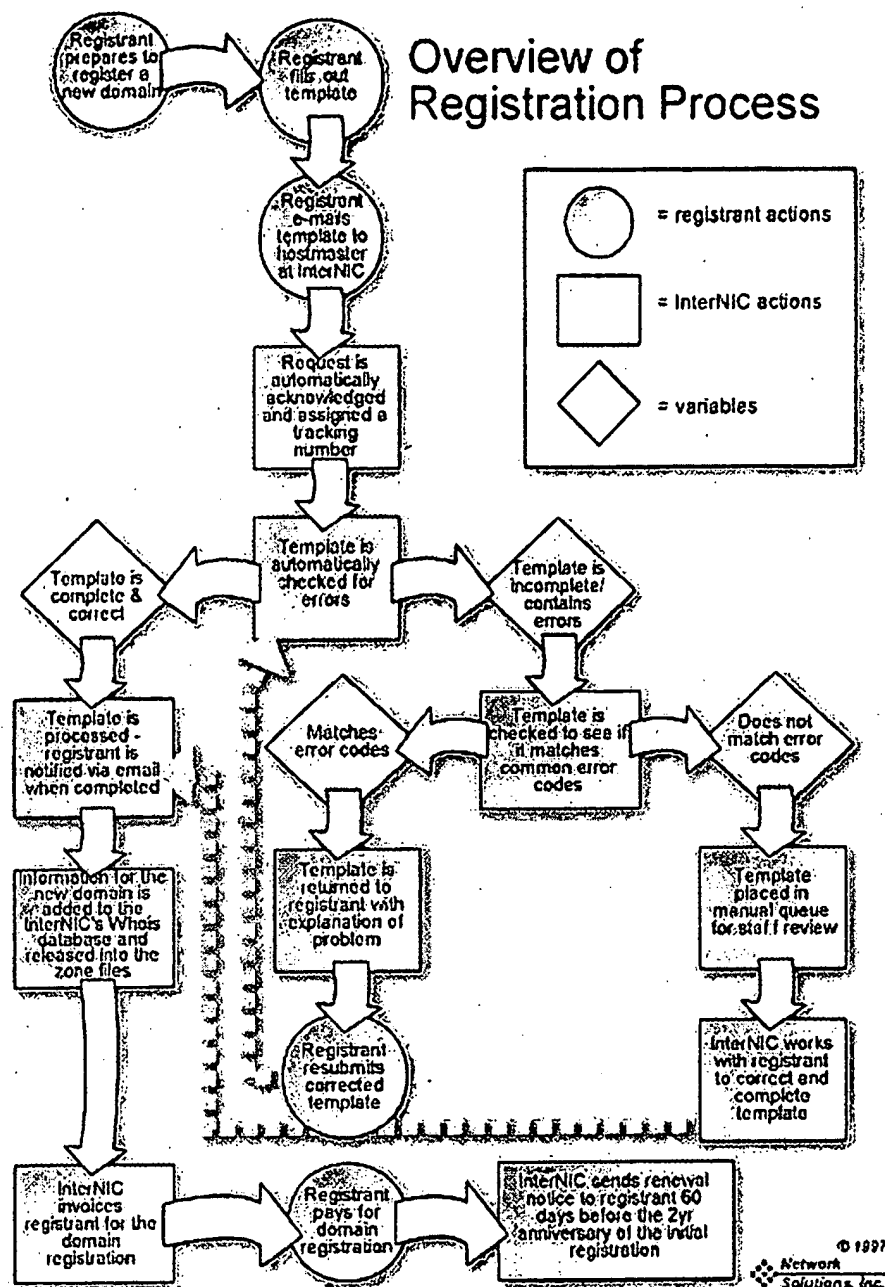
[HOME](#) | [CONTACT US](#) | [RESOURCES](#) | [HOW TO ...](#) | [FORMS](#) | [FAQ](#) | [SITE MAP](#) | [SEARCH](#) | [WHOIS](#)



☐ Registration Services button bar

Registration Process Overview

- For more detailed information about a specific step in the process, simply click on a red or blue area in the imagemap below.
- [Text-only version](#)



[HOME](#) | [CONTACT US](#) | [RESOURCES](#) | [HOW TO ...](#) | [FORMS](#) | [FAQ](#) | [SITE MAP](#) | [SEARCH](#) | [WHOIS](#)

This file last modified 1/20/98.